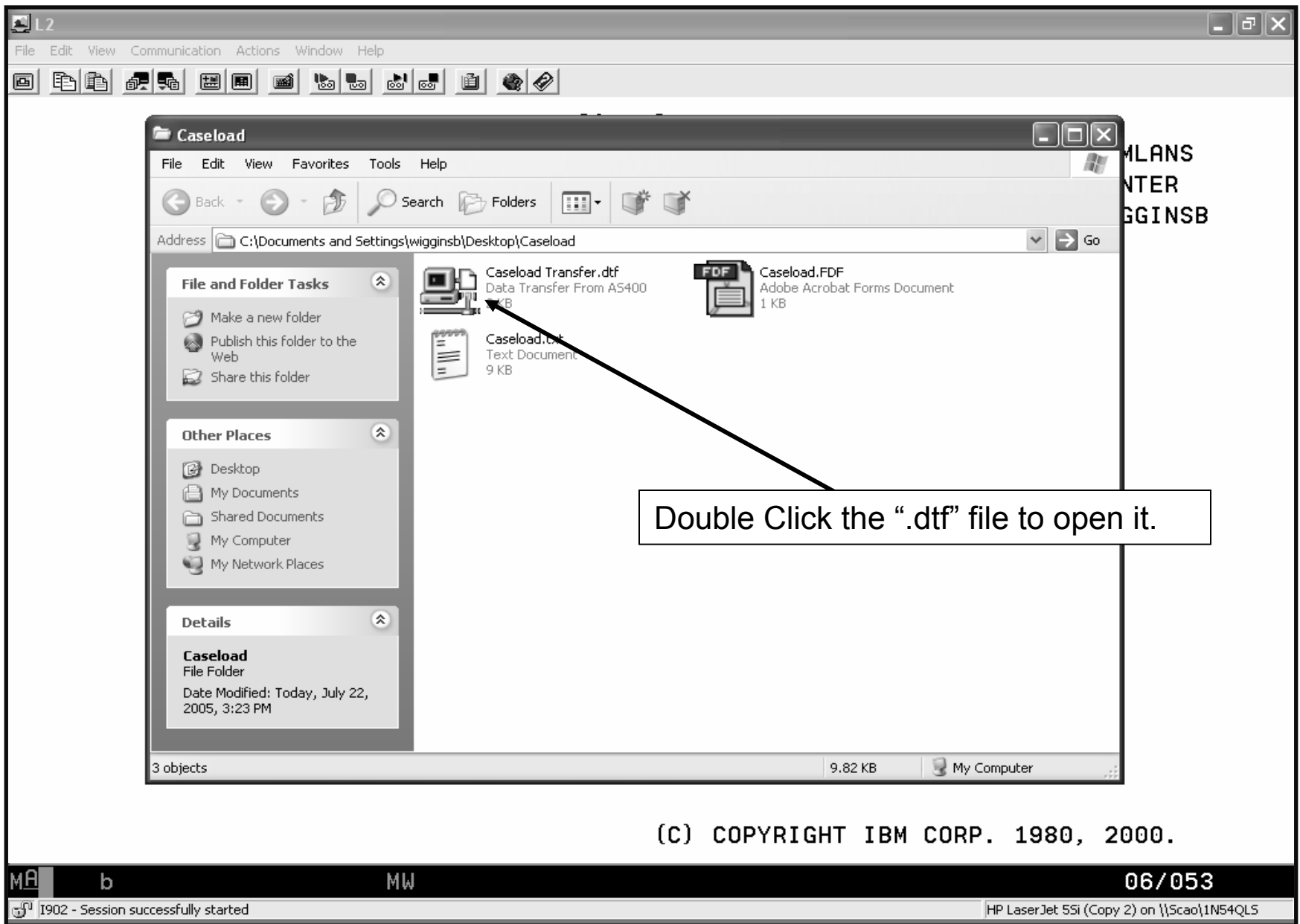


# Subsequent Caseload Data Transfer

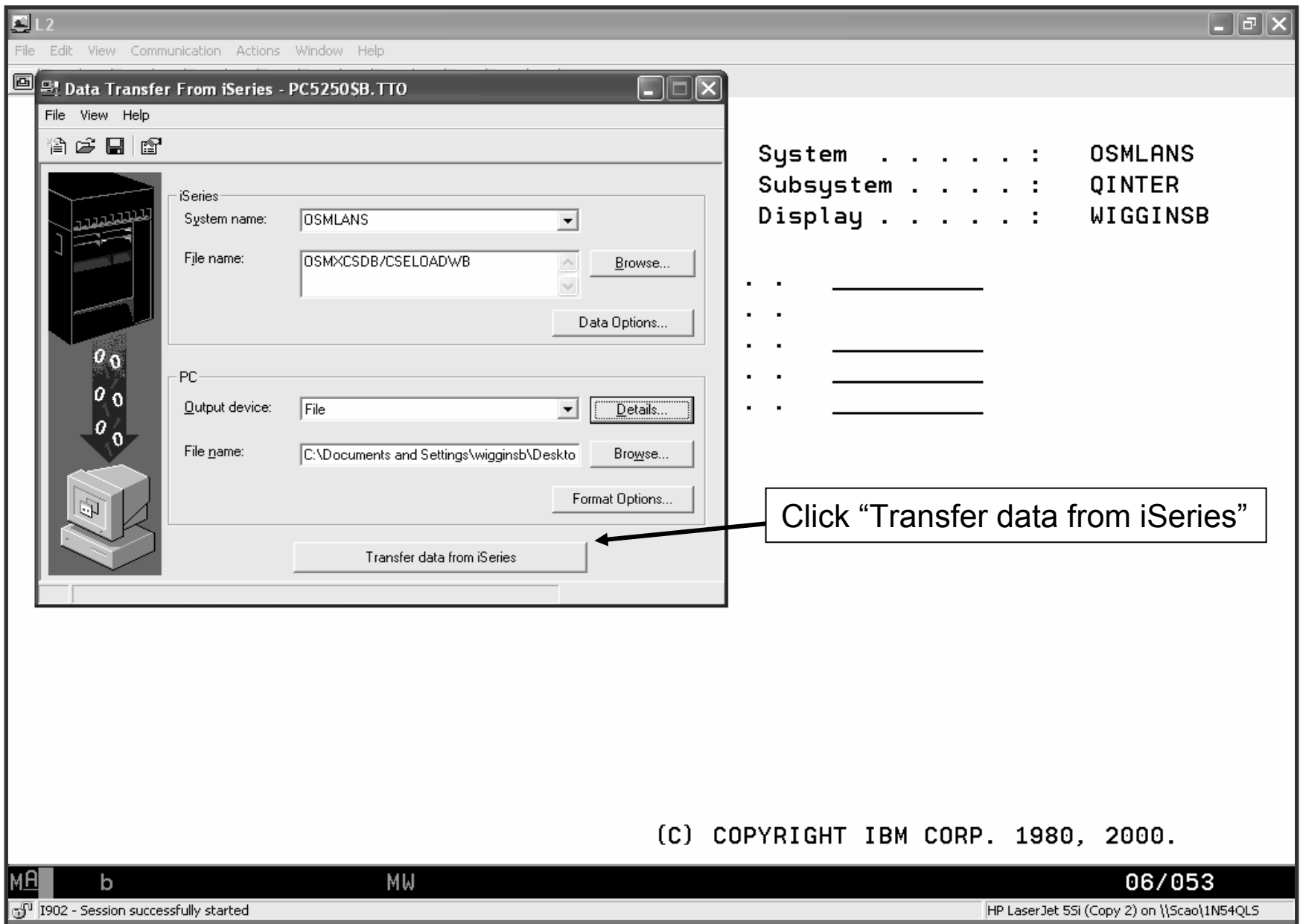
Judicial Information Systems  
Trial Court System

# Subsequent Data Transfer

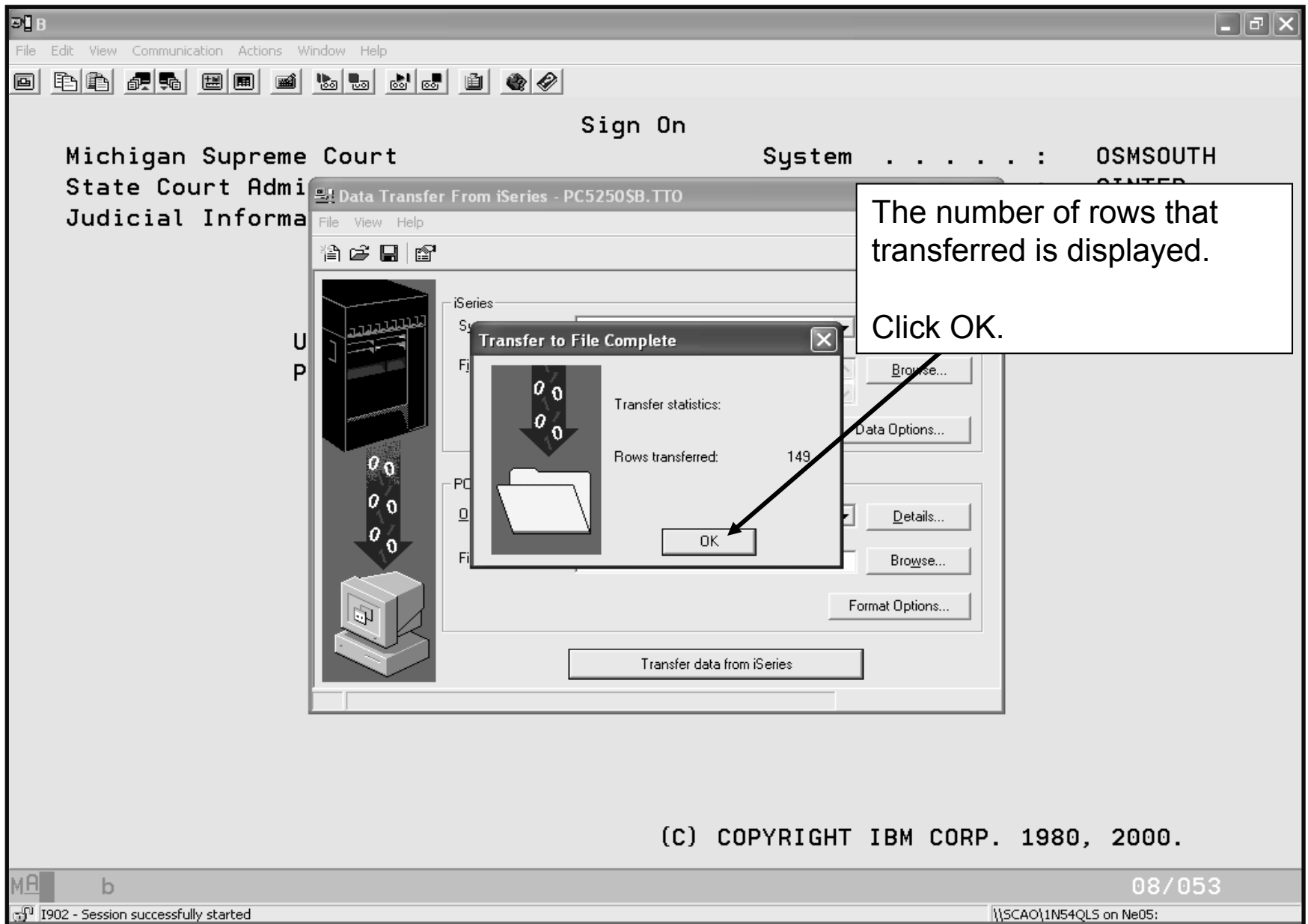
- You must be running Client Access software to communicate with the AS400. Your version of Client Access may vary from this slide show.
- Run the caseload report for the application that you want to transfer the data from. Circuit court users must enter “Y” in the file selection field.
- Verify that the report has completed and is accurate.
- Verify that there is a folder on your desktop called Caseload and open that folder.



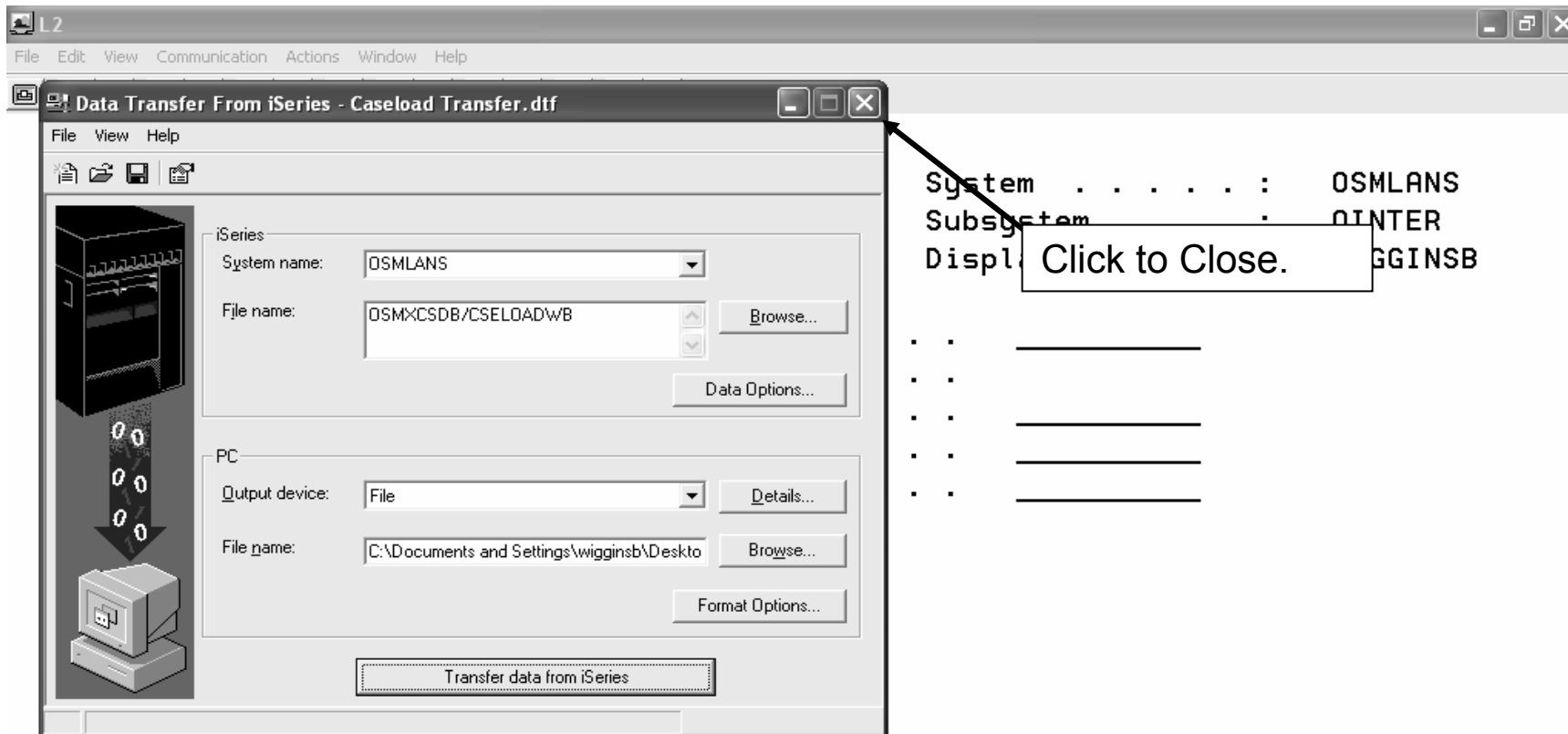
Screen Shot 1



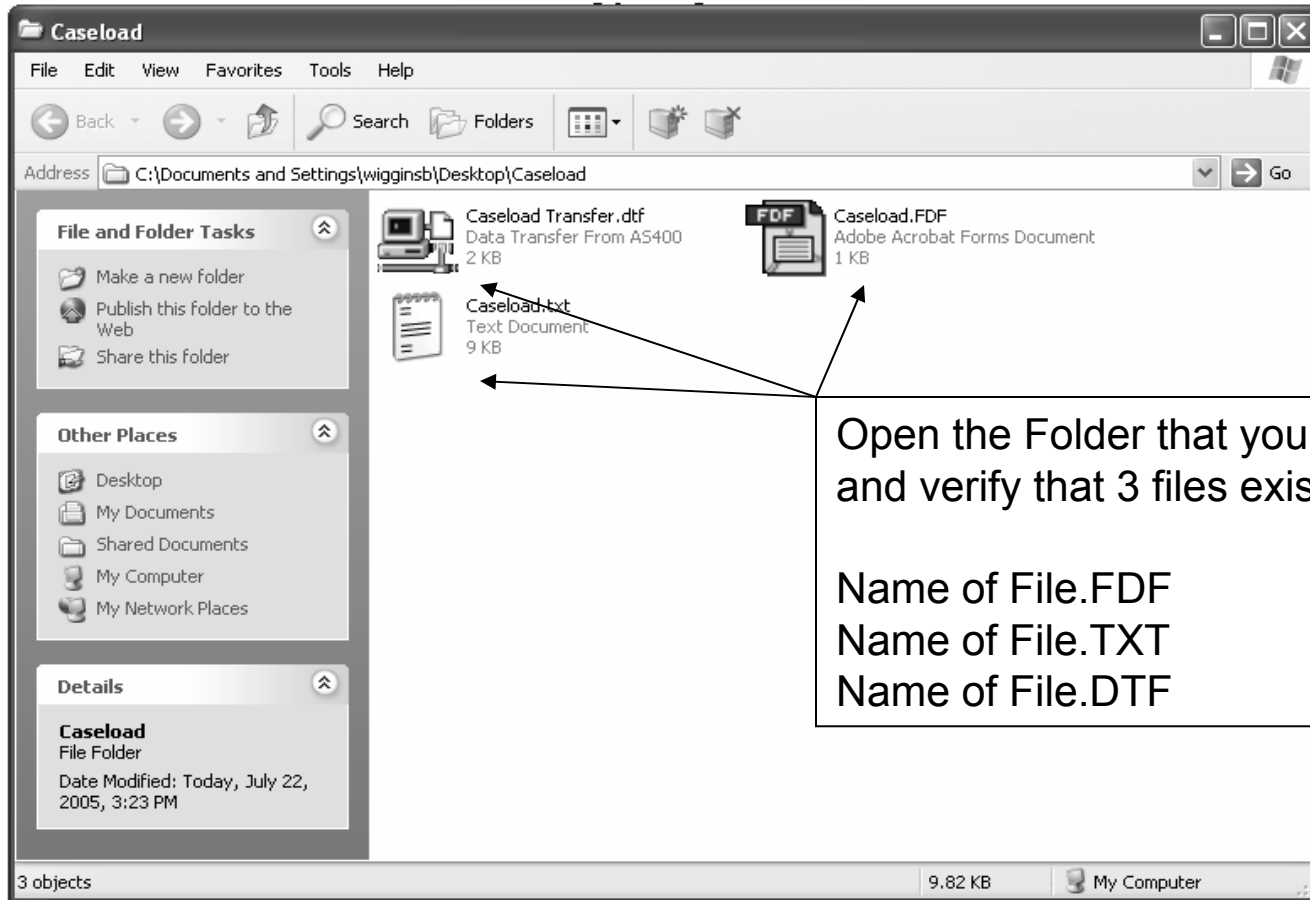
Screen Shot 2



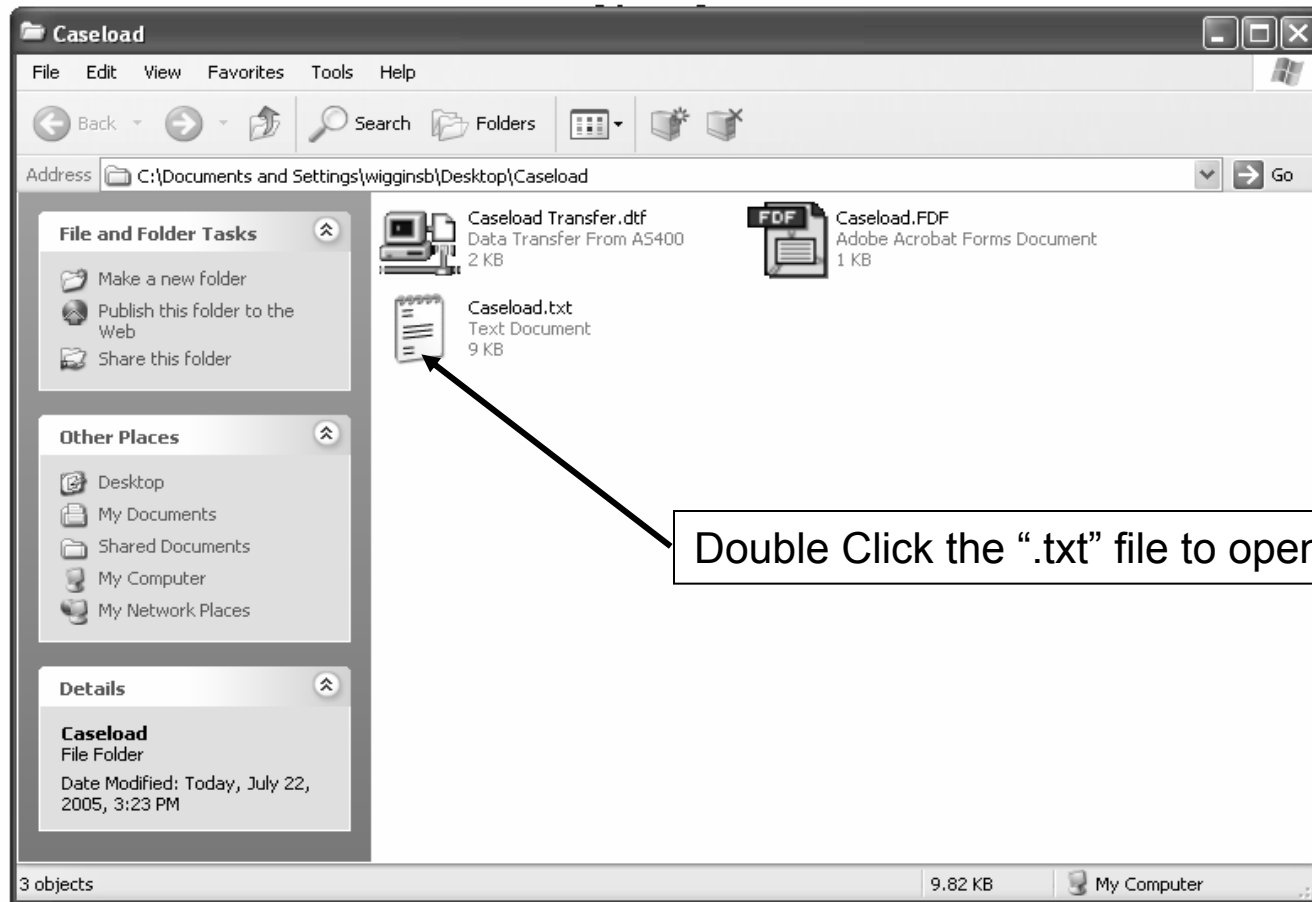
Screen Shot 3



(C) COPYRIGHT IBM CORP. 1980, 2000.



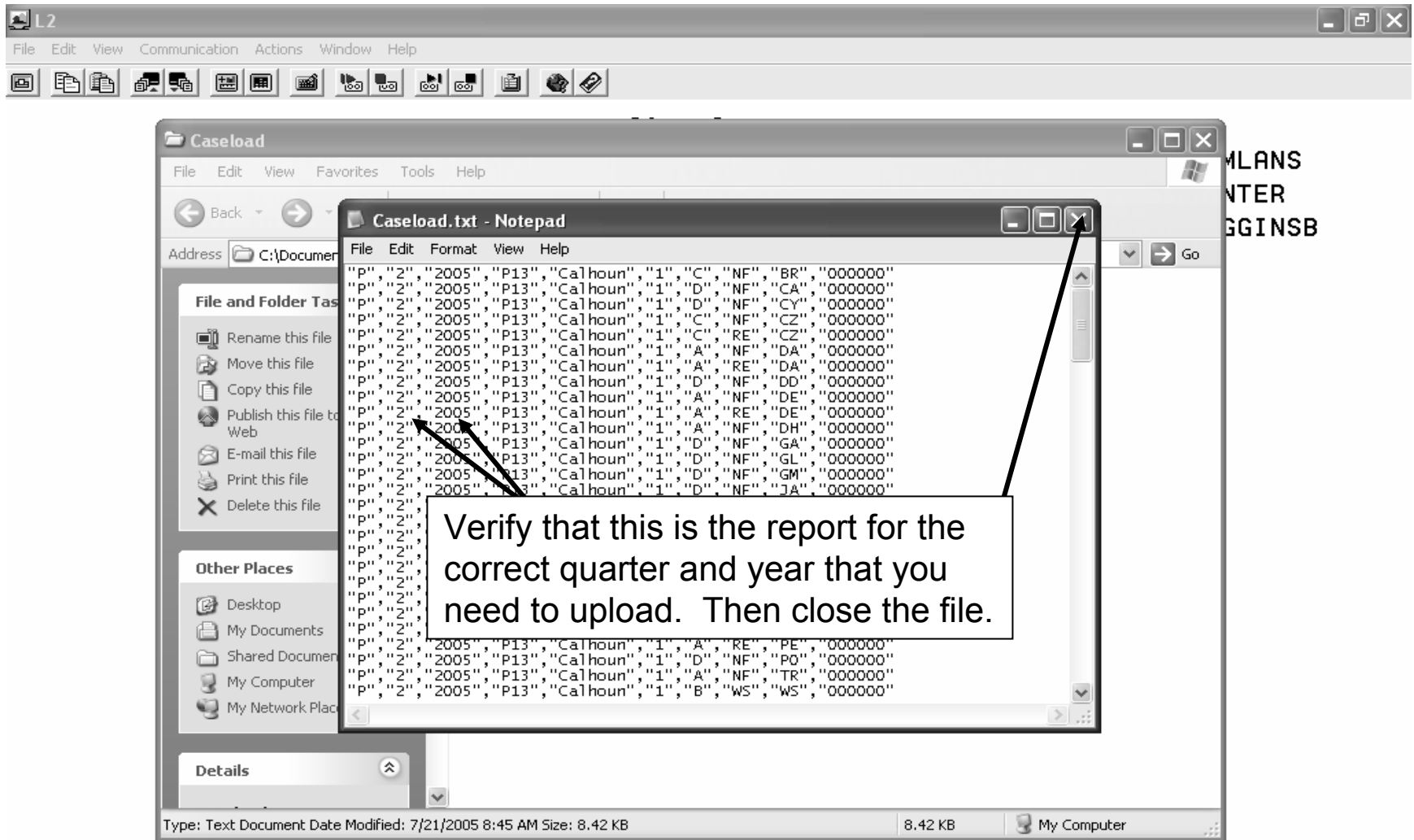
(C) COPYRIGHT IBM CORP. 1980, 2000.



MLANS  
ENTER  
GGINSB

(C) COPYRIGHT IBM CORP. 1980, 2000.

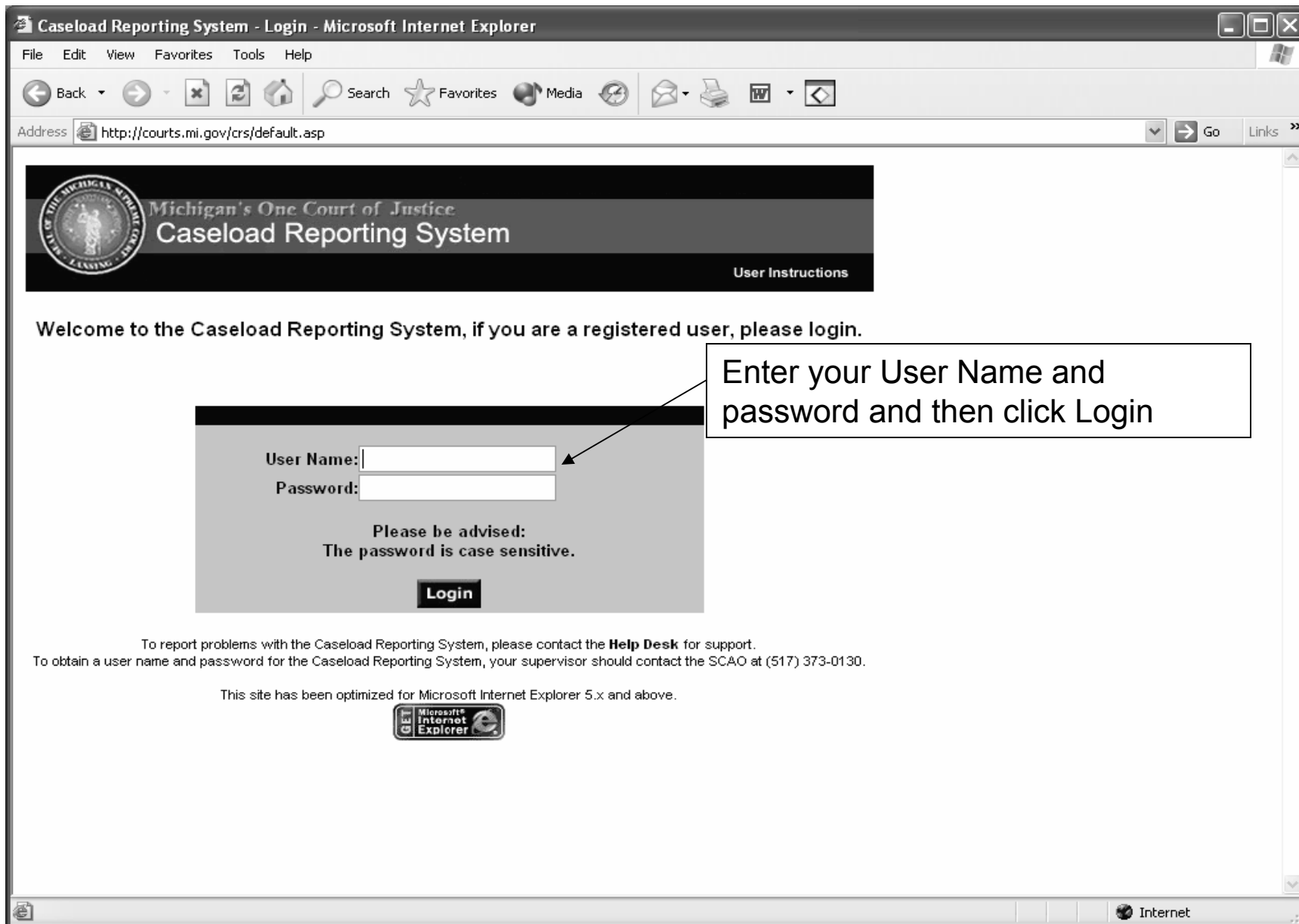




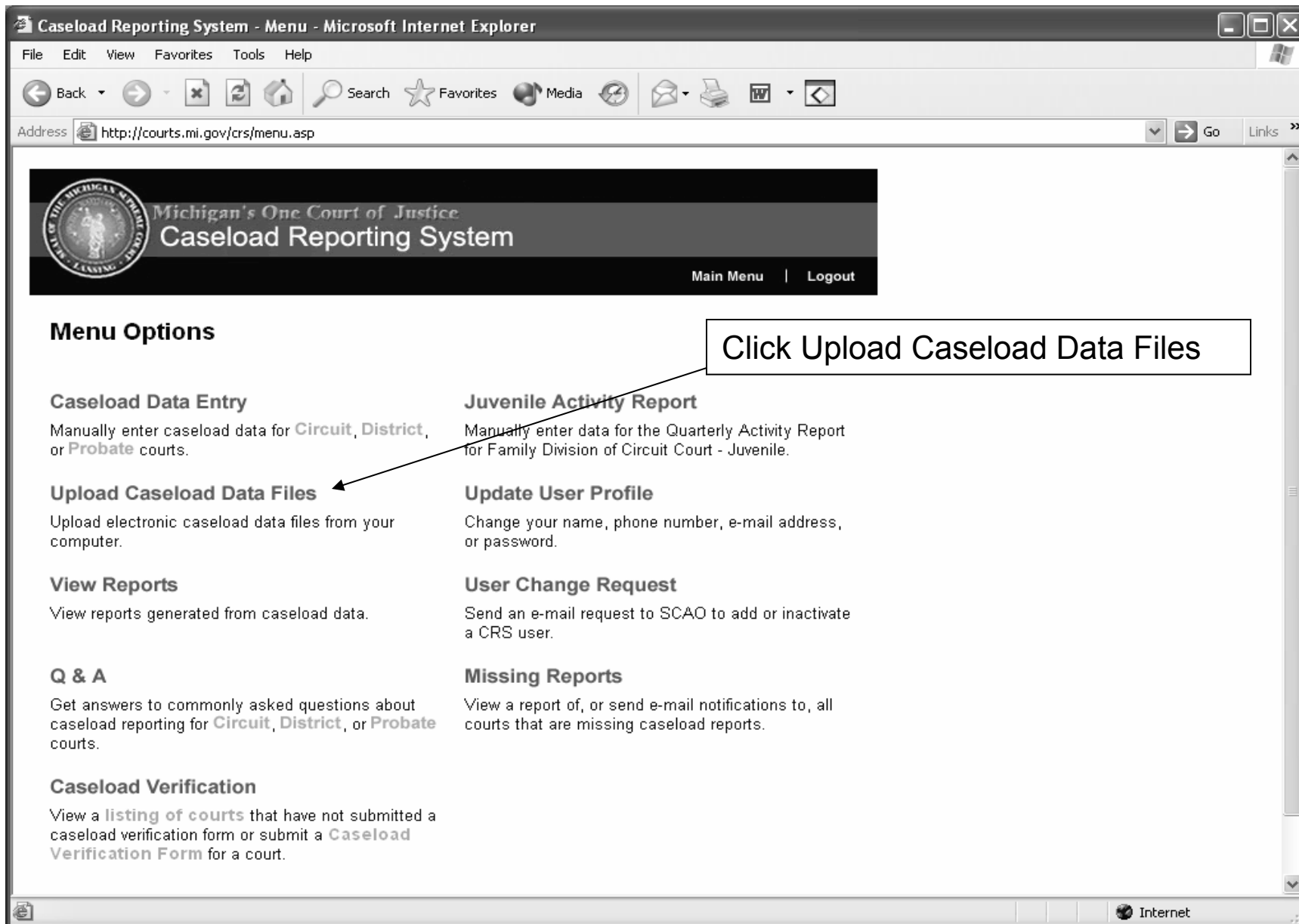
(C) COPYRIGHT IBM CORP. 1980, 2000.

# Upload Data to CRS Website

- Sign on to CRS website at <http://www.courts.mi.gov/mcap/>
- Follow the next set of screen shots to upload your data
- Check the uploaded data for accuracy.



# CRS Login




## CRS Menu

**Caseload Reporting System - Upload Caseload Data Files - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Word

Address <http://courts.mi.gov/crs/upload.asp> Go Links



**Michigan's One Court of Justice**  
**Caseload Reporting System**

[Instructions](#) | [Main Menu](#) | [Logout](#)

### Upload Caseload Data Files

Note: Please read the instructions to assist you in determining whether you need to append or overwrite caseload data.

Contact Name: Angie Smelt  
Phone: 373-9656

☐ Append

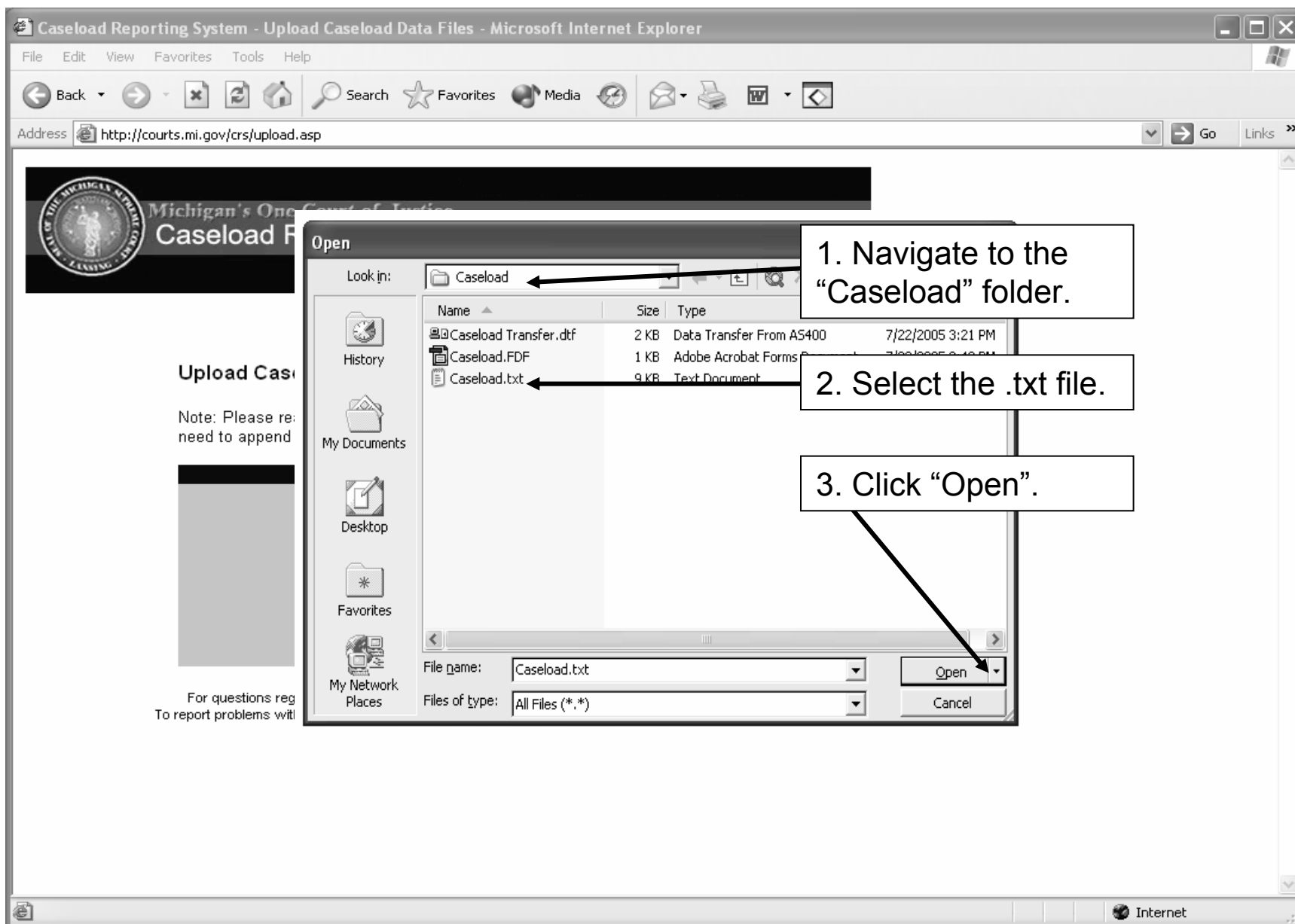
For questions regarding caseload reporting, please contact the SCAO at (517) 373-0...  
To report problems with the Caseload Reporting System, please contact the **Help Desk** for

Click Browse to locate your .txt file in your caseload folder.

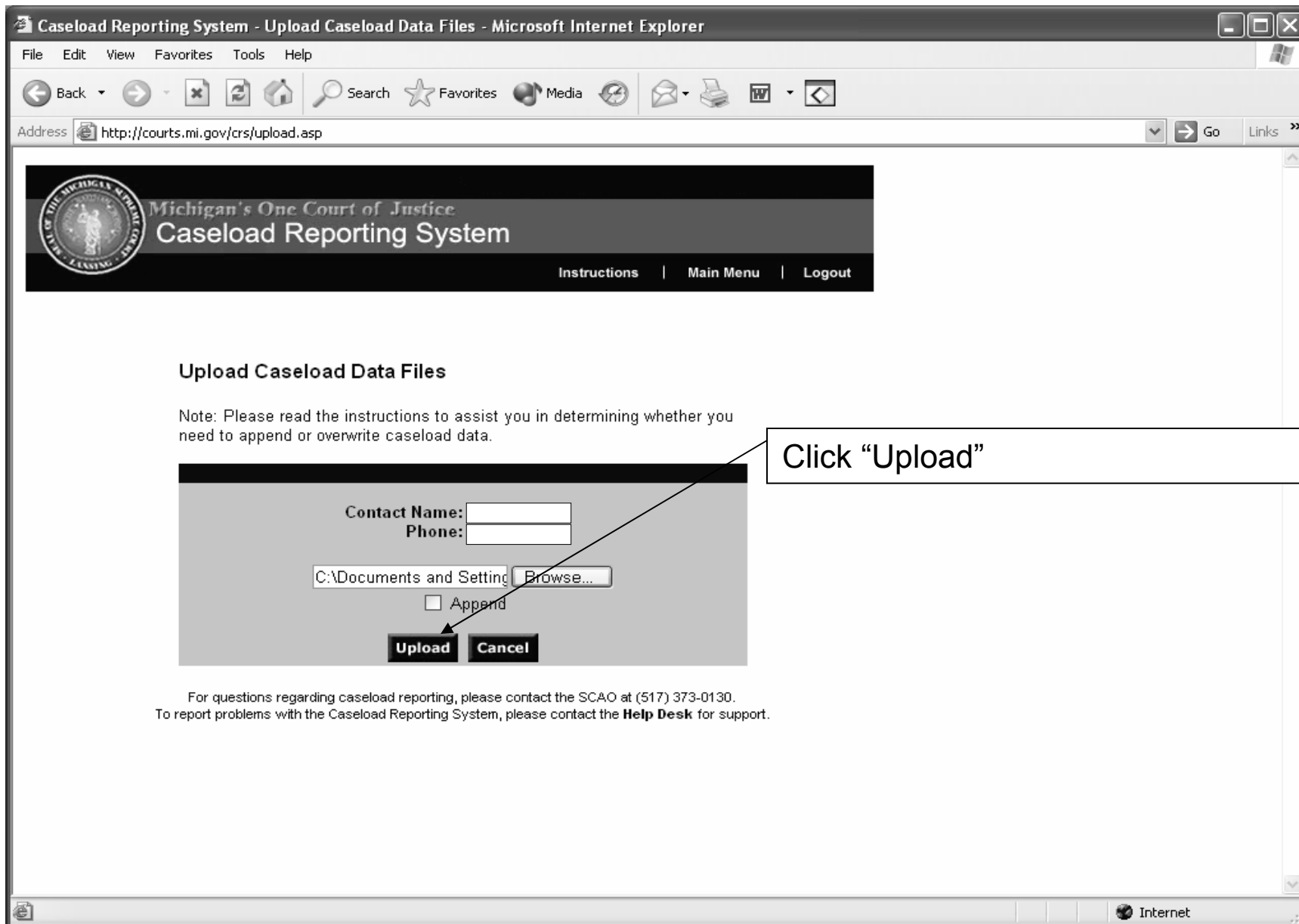
Always check the "Append" box when uploading caseload data to prevent overlay of certain case types.

Done Internet

# CRS Upload



## CRS Upload 2



# Verify Your Numbers

- Verification of your caseload numbers on CRS is critical.
  - Depending on case types processed in JIS systems and the order in which the files are uploaded, some case type numbers may get overlaid.